



SANTA ANA COLLEGE
Institutional Effectiveness and Assessment Committee
Minutes
March 2, 2011

To: Distribution

From: Bonnie Jaros, Chair, Institutional Effectiveness and Assessment Committee

Santa Ana College Mission: The mission of Santa Ana College is to be a leader and partner in meeting the intellectual, cultural, technological, workforce and economic development needs of our diverse community. Santa Ana College prepares students for transfer, employment, careers and lifelong intellectual pursuit in a dynamic learning environment.

Santa Ana College Vision Themes: I. Student Achievement; II. Use of Technology; III. Innovation; IV. Community; V. Workforce Development; VI. New American Community

Members Present: Paul Foster, Norm Fujimoto, Sue Garnett (for Ed Ripley), Ray Hicks, Bonnie Jaros, Sara Lundquist, Sharon Whelan, John Zarske

- I. Approval of Minutes of March 2, 2011**—The minutes were approved with one correction: John Didion was not present.
- II. Accreditation–Midterm Report: Update of Workgroups**
 - A.** District Recommendation 1: Planning and Budget Integration—Bonnie will meet with Peter Hardash, Nga Pham, John Weispfenning and John Didion on March 10th. John D will create a draft.
 - B.** District Recommendation 2: Computer-based Student Attendance Recording System—Norm will contact Aracely Mora and will help complete this recommendation.
 - C.** District Recommendation 3: Communication Process between Trustees and District Employees—This recommendation has been completed; Bonnie is adding evidentiary documents.
 - D.** District Recommendation 4: Board Self-Evaluation Policy—Nga and Bonnie have completed about 60% of this response and will meet again to complete it.
 - E.** College Recommendation 1: Planning and Budget Integration---Paul, Ray, John Z, Jeff and Bonnie will meet March 29th to complete this recommendation.

- F. College Recommendation 2: Diversity Plan—This response is completed. President Martinez reviewed it and approved what has been written.
 - G. College Recommendation 3: Communication with Classified Employees—Sara is expanding classified staff consultation on this response; the narrative format is forthcoming.
 - H. Response to Self-Identified Issues in the Planning Agenda of the Institutional Self Study 2008—Bonnie requested that the members of IE&A review what has been written for accuracy. Please disregard highlighting at this time; it will also be edited for consistency and mechanics after a content review.
 - I. Other—Three forums sponsored by IE&A will be held at the end of April to present and discuss the Midterm Report and receive input from the college community. One forum will be held at CEC.
- III. Strategic Plan Update S11**—The liaisons for the S11 Update were designated (Please see Appendix A). This will be discussed at the March 30th meeting.
- IV. BSI Update**—Sara reported that Strand A, the Coordinating Committee, has been reconstituted and expanded. Sara, Norm and Mary Huebsch are co-chairs. The Coordinating Committee has been working on the budget and all activities recommended by the other strands. Strand C, dedicated to professional development, is utilizing the results from the faculty survey which was done conducted during the winter convocation break-out sessions to develop a series of professional development activities, responding to the priorities indicated by the faculty.
- V. Facilities Committee Report—No report**
- VI. Planning and Budget Committee Report**—The Planning and Budget Committee has been reviewing the SB 361 model, which will serve as a model for the RSCCD Budget Allocation Model.
- VII. SACTAC Report—No report**
- VIII. Other**
- A. The Administrative Services and Student Services Portfolios are due April 1st.
 - B. Plans for the Faculty Institute have progressed
 - C. The IE&A Committee has voted through consensus to add one Classified Representative to the committee: there will be one classified representative from Academic Affairs and one from Student Services. Bonnie will contact Marti Reiter, President of CSEA.

The next meeting of the IE&A Committee will be March 30, 2011 from 2:00-4:00pm in A-105.

APPENDIX A



SANTA ANA COLLEGE **VISION THEMES WITH LIAISONS 2009-2010** **Aligned to RSCCD Board of Trustees Goals 2011-2012**

- I. Student Achievement [1, 2, 4] Bonnie Jaros, Paula Garcia, Sara Lundquist, Sharon Whelan, Norm Fujimoto**
 - A. Increase academic literacy and learning across disciplines (Sharon, Bonnie)
 - B. Eliminate economic barriers to student achievement (Sara, Paula)
 - C. Increase program completion/transfer/employment rates for all students (Norm, Bonnie)
 - D. Promote excellence in teaching/learning (TLC)
 - E. Increase credit/non-credit articulation (Ed, Paula)
- II. Use of Technology [4, 6, 7] John Zarske with SACTAC Representative**
 - A. Graduate students with highly competitive skills for continuing education and professional life
 - B. Provide a technology-rich environment for faculty, staff and students
 - C. Provide innovative classroom technologies that will enable faculty to enhance and facilitate student learning
- III. Innovation [1, 2, 4, 5] Ray Hicks, Sara Lundquist, Paula Garcia**
 - A. Increase development of innovative teaching techniques (John, Maria)
 - B. Embed skills and attitudes across the college (John, Maria)
 - C. Develop systems for increased access/outreach (Paula, Sara)
- IV. Community [1, 2, 7, 8] Norm Fujimoto, Sara Lundquist**
 - A. Attain a higher “achievement attitude” among our prospective student population and supporting networks (Paula, Sara)
 - B. Foster an awareness of the college as part of the community (Sara)
 - C. Increase interest in lifelong learning/healthful living across the college (Norm)

V. Workforce Development [5, 7, 8] Norm Fujimoto with Bart Hoffman

- A. Expand and identify partners and collaborate with industry and communities to identify workforce needs
- B. Integrate basic skills and workplace competencies
- C. Support regional development by becoming the primary local source of skilled employees for high demand occupations

VI. New American Community [1, 3, 6, 8] Sara Lundquist, Bonnie Jaros, Paul Foster

- A. Increase awareness and foster proactive civic responsibility (Sara)
- B. Increase Green Efforts (Paul and Environmental Committee)
- C. Educate the faculty, staff, students and community of the *New American Culture*; develop an integrated community of learners throughout the institution. ((Bonnie with TLC)
- D. Create an environment among faculty, students and staff that encourages cross-disciplinary dialogues and discussions, collaboration and activities. (TLC)



**SANTA ANA COLLEGE
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Agenda
March 30, 2011; A-105; 2:00-4:00pm**

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- II. Accreditation–Midterm Report: Update of Workgroups
 - A. District Recommendation 1: Planning and Budget Integration

- B. District Recommendation 2: Computer-based Student Attendance Recording System
- C. District Recommendation 3: Communication Process between Trustees and District Employees
- D. District Recommendation 4: Board Self-Evaluation Policy
- E. College Recommendation 1: Planning and Budget Integration
- F. College Recommendation 2: Diversity Plan
- G. College Recommendation 3: Communication with Classified Employees
- H. Response to Self-Identified Issues in the Planning Agenda of the Institutional Self Study 2008
- I. Forums
- III. Strategic Plan Update S11**
- IV. BSI Update**
- V. Facilities Committee Report**
- VI. Planning and Budget Committee Report**
- VII. SACTAC Report**
- VIII. Other**
- IX. Future Agenda**
 - A. Program Review—Academic PA/PR Reports: End-of-Year Report TLC; Student Services Portfolio; Administrative services Portfolio; President’s Cabinet Portfolio
 - B. College-Wide Strategic Planning Review Event Planning

Members:

Paul Foster
 Norm Fujimoto
 Paula Garcia
 Ray Hicks
 Bonnie Jaros
 Sara Lundquist
 Nga Pham

Ed Ripley
 Sharon Whelan
 John Zarske

cc: Dr. Erlinda Martinez
 Dr. Raúl Rodríguez
 John Didion
 Dr. Jeff McMillan
 Sue Garnett
 Kennethia Vega

bnj/03-03-11